

Sample CSV File Format for Asset Tagging Form

Field Name	Description	Example
Asset Tag	Unique identifier for each asset	AST00123
Asset Type	Category or type of asset	Laptop
Serial Number	Manufacturer's serial number	SN8423762
Brand	Brand of the asset	Dell
Model	Model identifier	Latitude 5430
Location	Where asset is located	Main Office
Assigned To	Employee or user assigned	John Doe
Purchase Date	Date asset was acquired (YYYY-MM-DD)	2023-03-15
Cost	Asset value or cost	1200
Status	Current status (Active/Inactive/Disposed)	Active

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Asset Tag,Asset Type,Serial Number,Brand,Model,Location,Assigned To,Purchase Date,Cost,Status
AST00123,Laptop,SN8423762,Dell,Latitude 5430,Main Office,John Doe,2023-03-15,1200,Active
AST00211,Monitor,MON456123,HP,E243,Branch A,Jane Smith,2022-11-22,250,Active
AST00398,Printer,PR113889,Canon,LBP6030,Main Office,,2021-08-12,175,Inactive
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- Ensure the first row of your CSV file contains the exact column headers as shown above.
- Fields such as "Assigned To" can be left blank if the asset is not currently assigned.
- Use consistent formats for dates (YYYY-MM-DD) and status values.
- Remove any special characters or commas from field values to prevent formatting issues.
- Review data for accuracy before importing or processing in asset management systems.